Better Scanning of Sketches for Reports and Presentations

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Sketches and drawings from students' design notebooks are often used in reports and presentations but frequently are not readable, have low contrast, and/or have a non-white background.

This situation is due to the method of scanning or photographing the original image.

The **Xerox WorkCentre 5745** scanner/copier/printer in the Peterson Building Front Office (Room 114) has the capability of producing better scans.

Here is how to achieve a cleaner scan.

1. Enter the Front Office during business hours (7am - 4pm) and introduce yourself to Trish Hicks, the Front Office Administrator.

2. The machine is at the back of the room.

3. Press the **Services Home** physical button on the upper left of the control panel

4. Press the **Email** icon on the LCD

Press **New Recpients**

Enter your email address

Press **Add** & **Close**

5. On the bottom row of this screen:

Output Color - select **Color** or **Black & White** as needed
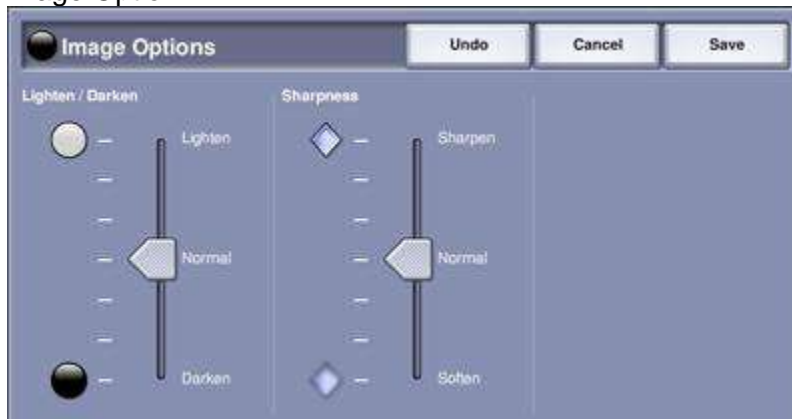2 Sided Printing - select **1 Sided**
Original Type - select **Photo**
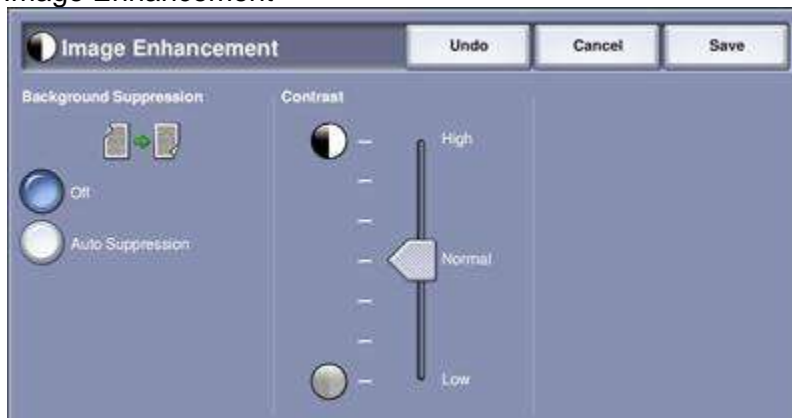Scan Presets - don't change
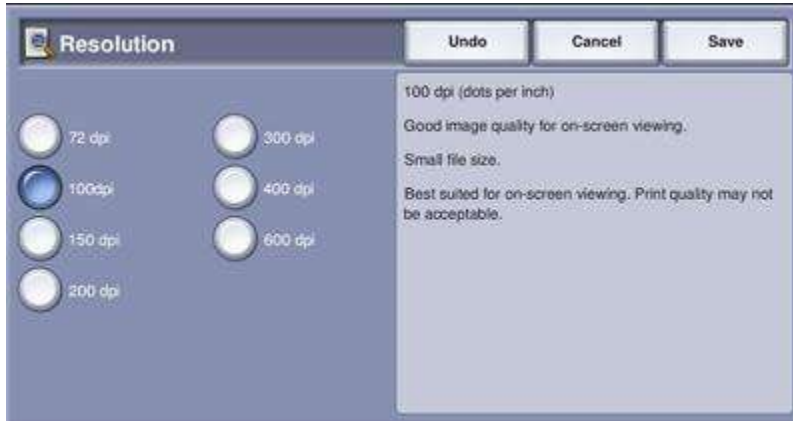
6. Advanced Settings tab

Image Option

Lighten / Darken - adjust as needed
Sharpen / Soften - adjust as needed

Image Enhancement

Background Suppression - select **Auto Suppression**
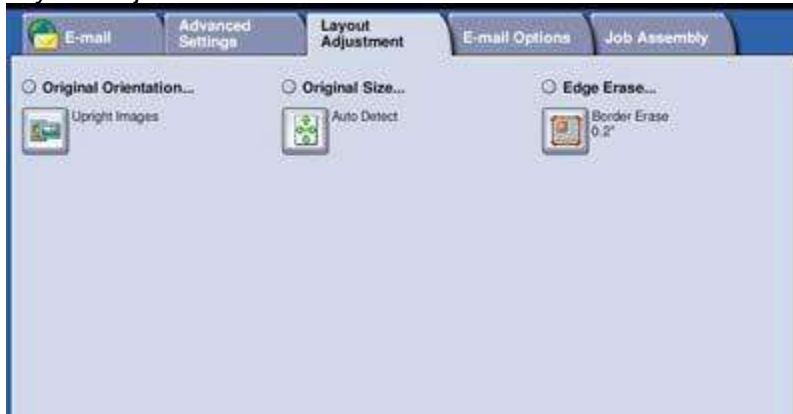Contrast - adjust as needed

Resolution - use **300 dpi**

Quality / File Size - don't change

Press **Save**
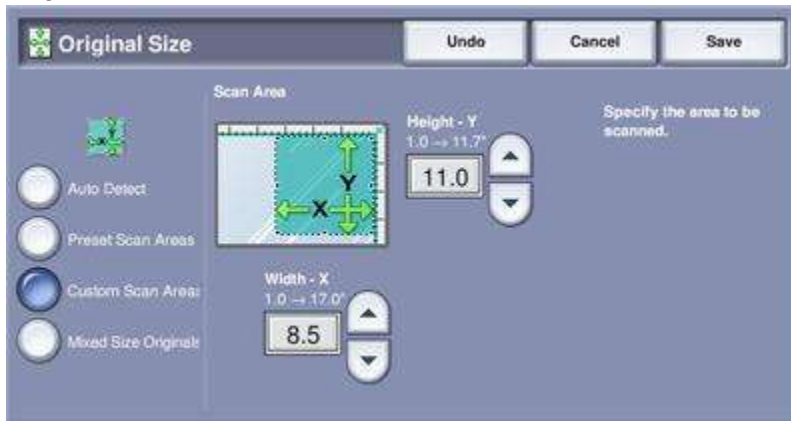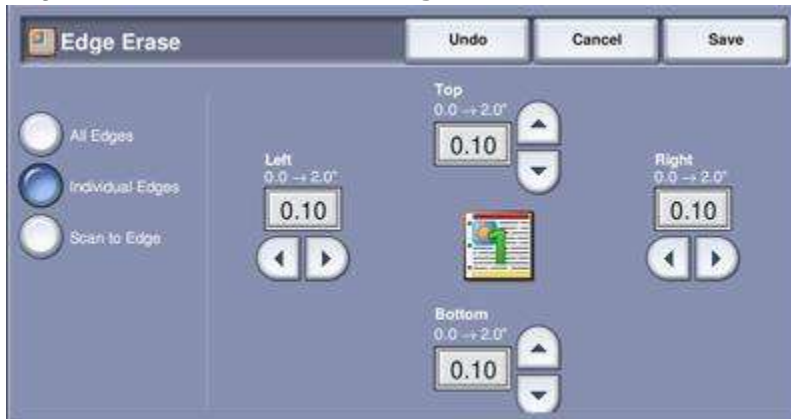
7. Layout Adjustment tab

Original Orientation - **Portrait** & **Save**
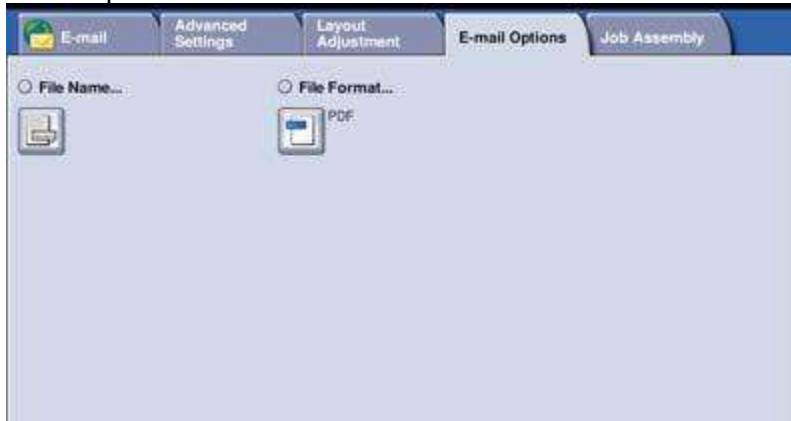

Original Size - **Auto Detect** & **Save**

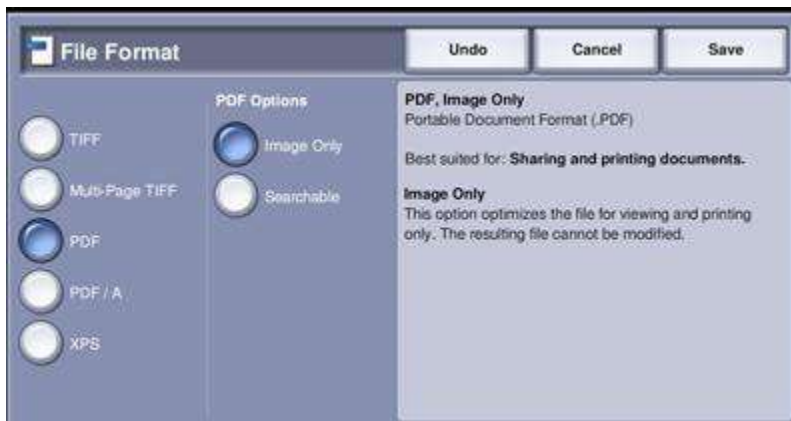

Edge Erase - select **Scan to Edge** & **Save**

8. Email Options tab

File Name - Optionally enter a filename & **Save**

File Format - select **JPEG** & **Save**

Press **Save**

9. Job Assembly tab

Build Job

Use this option if you have multiple images to scan. Set using **ON** & **Save**. After scanning all documents, press **END Build Job**.

10. Place original on glass, press **Start** physical button on copier.

Scan additional figures.

11. After all documents have been scanned, press **Clear All** physical button on the front panel <u>twice</u> and press **Confirm** on the LCD screen.

12. Your figures will be emailed to you. Use your favorite image editor to size and crop your images.

Scanning Examples:

| Normal scan | Suppression on | Suppression on + Auto contrast | Suppression on + Auto contrast + Darken | Suppression on + Auto contrast + Darken + Sharpen |

You can also employ Photoshop or Photoshop Elements to achieve good results. The advantage with this method is that you can preview the results.

Photoshop Examples:

| Normal scan | Newspaper | Auto sharpen | Brightness = 50 Contrast =0 | Levels = 125, 0.5, 215 |

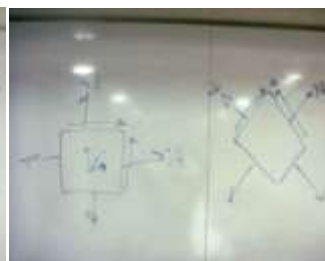Levels accessible under: Adjust Lighting / Levels/ Input Levels
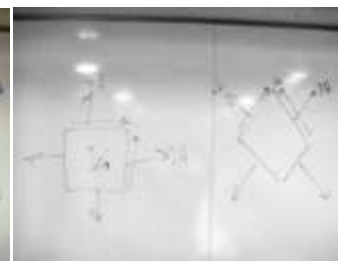
Whiteboard Examples:

| Original photo | Levels = 32, 1.25, 127 | Brightness - +35, Contrast = -10 | Remove color |

Check out this information and these software applications for processing scanned drawings and images:

- [A Linux Guide to Book Scanning](#)
- [ScanTailor](#): includes a feature to "de-warp" "curved" images due to the book binding
- [Spreads](#): modular workflow assistant for book digitization